

**MENTOR/PROTÉGÉ  
COVER LETTER TEMPLATE**

**SUBJECT: Request for Approval of Mentor/Protégé Agreement**

Mentor: Business Name:

Address:

Telephone:

Fax:

Principal/title\*:

E-mail Address:

Business Type:

NAICS Code:

Protégé: Business Name:

8(a) Case No.:

Number of 8(a) contracts:

Address

Telephone:

Fax:

Principal/title\*:

E-mail Address:

Business Type:

NAICS Code:

Signatures, Principal/Title\* and Date:

Mentor: \_\_\_\_\_

Protégé: \_\_\_\_\_

\* Principal/Tile of the concern's highest-ranking official

Mentor

(Mentor name) complies with all requirements stated in 13-CFR-124.520(b) *Mentors*.

The mentor is (select one: "a graduated 8(a) concern"; "a transitional stage 8(a) participant";

“an “other” type of small business”; or “a large business”)

The mentor demonstrates that that it:

1. *Possesses favorable financial health, including profitability for at least the last two years*, as evidenced by the attached Federal Tax Returns and CPA Financial Statements for the required time period. See Exhibit A.
2. *Possesses good character*, as required in 13-CFR-124.108(a). Also, provide two (2) professional Letters of Reference. See Exhibit B.
3. *Does not appear on the federal list of debarred or suspended contractors*, as evidenced by the attached SBA Form 1623, *Certification Regarding Debarment, Suspension, and Other Responsibility Matters*. See Exhibit C.
4. Can impart value to a protégé firm due to lessons learned and practical experience gained because of the 8(a) BD program (*if applicable*), or through its general knowledge of government contracting, as evidenced by the attached statement, entitled Value To The Protégé. Also, provide business' capability statement. See Exhibit D.
5. Is not currently mentoring another 8(a) protégé.

#### Protégé

(Protégé's name) complies with all requirements stated in 13-CFR-124.520(c) *Protégés*

The protégé states that it:

1. Was approved for the 8(a) program on (month/day/year) and is in year (number) of the Developmental Stage.
2. \_\_\_ Has never received an 8(a) contract; or \_\_\_\_\_ is half the size standard corresponding to its primary NAICS Code of 541511.
3. Is an 8(a) Participant in good standing in the 8(a) BD program, as evidenced by the attached most recent 8(a) Annual Update Approval Letter from SBA's Washington Metropolitan Area District Office. See Exhibit E.
4. Is not currently a protégé to any mentor approved by SBA.
5. Has entered into a written agreement with the proposed mentor as required by 13-CFR-124.520(e) *Written Agreement*, as evidenced by the attached SBA Mentor/Protégé Agreement.